

SECRET

DPD-0933-59  
Copy 5 of 3

5 February 1959

[redacted]  
Cambridge, Massachusetts

Dear [redacted]

I have just been informed that you have not as yet presented a claim for the services you have rendered in 1958 under our contractual arrangement. This has most likely been an oversight on your part.

So that it may be convenient for you to submit your claims, I am enclosing a form for you to use.

Will you please prepare one copy of the form for the days you served as consultant during 1958. Your participation in the conferences held on 19 June, 23 September and 12 November were called to my attention; and, of course, there may be other days you served that I was not made aware.

So that we may keep our accounting on a somewhat current basis, we would appreciate in the future your submitting a claim at the end of the month when the service was performed.

Reimbursement for your services will be in the amount of \$50.00 per day for any part of a day for which work is performed. No taxes will be withheld from payments made to you, but a W-2 Form will be provided in January of the following year.

I am also submitting a revised form to use in submitting your account of travel and other expenses you may be directed or authorized to make. We believe this new form will better serve the purpose.

When you correspond with us on any of these matters, please address us as follows:

[redacted]  
If any questions come up, please give me an opportunity to be of assistance.

Very truly yours,  
[redacted]  
**SIGNED**

Member of Mr. R. M. Bissell's Staff

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